

GRANADA SANITARY DISTRICT

OF SAN MATEO COUNTY

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MINUTES BOARD OF DIRECTORS SPECIAL MEETING FEBRUARY 15, 2002

CALL TO ORDER: The meeting was called to order by President Bill Katke at 2:34 p.m. at the Harbor Vista Office Suites (Cresson Building), 504 Avenue Alhambra, El Granada

ROLL CALL: Attending were President Bill Katke, Vice President Leonard Woren, Secretary Fran Pollard, Treasurer Laura Stein, and Board Member Shawn McGraw. Attending staff were Administrator Gina Holmes and Assistant Administrator Delia Comito

HEAR THE PUBLIC: There were no speakers from the public.

SPECIAL ORDER OF BUSINESS: Granada Sanitary District Board of Directors inspection of Cresson Office Building located at 504 Plaza Alhambra:

1. Discuss/consider and gather information/assess building for District lease and/or purchase:

David R. Worden of Windward Commercial Real Estate Services and Granada Sanitary District Board and Staff Members gathered outside the front of the Cresson Building for a tour of the offices. Prior to the start of the tour, Mr. Worden answered various questions from Board and Staff.

The tour started with Suite 101, a vacant office downstairs, approximately 760 sq. ft. in size, and then continued out into the covered parking area. Moving back around to the front of the building, the tour proceeded through the front lobby and upstairs to the second floor. The group toured two separate offices on the second floor, Suites 201 and 205, 1015 sq. ft. and 817 sq. ft. respectively. The group viewed the entire third floor, consisting of Suites 301 through 306. Suite 301 actually comprises of suites 301 to 305 at approximately 1,500 sq. ft. Suite 306 is a studio apartment, at about 250 sq. ft, with a large balcony.

Once the tour ended, **Director Stein moved to adjourn the meeting, and reconvene at a new location (the District Office at 455 Avenue Alhambra). (Stein/Woren) 5-0**

2. Discussion/consideration of real property acquisition and appointment of real property negotiators: This portion of the special meeting continued at the Granada Sanitary District office. The Board discussed the pros and cons of District

acquisition of the Cresson Building, including the benefits to the District in owning a facility verses renting.

After considerable discussion, **Director McGraw moved to contact real estate agent Lee Engdahl and ask him to search for rental property for the District, available within the district. Director Stein seconded the motion. After more discussion, Directors McGraw and Stein each withdrew their motions.**

Director McGraw moved to contact Lee Engdahl on behalf of the Granada Sanitary District to investigate property available to buy, build, or rent within the district. (McGraw/Pollard) 5-0

In further discussion, the Board agreed to provide Engdahl with a copy of the District's Needs Assessment Study and to have him work with the Site Search Committee.

ADJOURN: At 3:50 p.m., Director McGraw moved to adjourn. (McGraw/Pollard) 5-0

Submitted on: March 1, 2002
SUBMITTED BY:

Approved on: March 7, 2002
APPROVED BY:

Delia Comito, Assistant Administrator

Fran Pollard, Board Secretary